

[Your Name]
[Your Student ID]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[University of Arizona]
[Department/Office Name]
[Tucson, AZ 85721]

Dear [Recipient Name],

I am writing to formally request a withdrawal from my course, [Course Name and Course Code], for the [semester/year]. Due to [brief explanation of your reason, e.g., personal circumstances, health issues, academic challenges], I am unable to continue in this course.

I understand the implications of withdrawing and have consulted with my academic advisor regarding the decision. I would appreciate any guidance on the process and next steps.

Thank you for your understanding. Please let me know if you need any further information.

Sincerely,

[Your Name]
[Your Student ID]